

CLERICAL TASKS TO BE REPORTED

1. NUMBER OF CABLES TYPED (INCLUDES FILING AND LOGGING OF OUTGOING CABLES).
2. NUMBER OF DISPATCHES TYPED (INCLUDES FILING AND LOGGING OF OUTGOING DISPATCHES).
3. NUMBER OF MEMORANDA TYPED (INCLUDES FILING AND LOGGING OF OUTGOING MEMORANDA).
4. NUMBER OF INCOMING CABLES FILED (INCLUDES LOGGING OF INCOMING CABLES).
5. NUMBER OF INCOMING DISPATCHES FILED (INCLUDES LOGGING OF INCOMING DISPATCHES).
6. NUMBER OF INCOMING MEMORANDA FILED (INCLUDES LOGGING OF INCOMING MEMORANDA).
7. NUMBER OF HANDCARRY TRIPS.
8. NUMBER OF PAGES THERMOFAXED.
9. NUMBER OF INCOMING MISCELLANEOUS DOCUMENTS LOGGED.
10. NUMBER OF OUTGOING MISCELLANEOUS DOCUMENTS TYPED (INCLUDES FILING AND LOGGING).
11. NUMBER OF INCOMING MISCELLANEOUS DOCUMENTS FILED.
12. NUMBER OF MISCELLANEOUS ACTIVITIES.
13. NUMBER OF NAME TRACES.
14. NUMBER OF DOCUMENTS REVIEWED FOR NAME TRACES.
15. NUMBER OF 5X8 INDEX CARDS TYPED (INCLUDES NUMBER OF NEW 5X8 CARDS FILED).
16. NUMBER OF 3X5 CATEGORY CARDS TYPED (INCLUDES NUMBER OF 3X5 CARDS FILED).
17. NUMBER OF NAMES MARKED FOR CARDING.
18. NUMBER OF DOCUMENTS MARKED FOR CARDING.
19. NUMBER OF 5X8 INDEX CARDS REFILED (INCLUDES NUMBER OF ABSTRACTS IF INFORMATION TYPED ON 5X8 CARDS).
20. NUMBER OF ABSTRACTS OF INFORMATION TYPED.
21. NUMBER OF ABSTRACTS OF INFORMATION FILED IN 201 PERSONALITY FILES PERMANENTLY CHARGED TO THE BRANCH.
22. NUMBER OF DOCUMENTS FILED IN 201 PERSONALITY FILES PERMANENTLY CHARGED TO THE BRANCH.
23. NUMBER OF 5X8 INDEX CARDS CONSOLIDATED.
24. NUMBER OF 5X8 INDEX CARD CONSOLIDATIONS.
25. NUMBER OF 201 PERSONALITY FILES OPENED.

TABLE